

**Diversity and Inclusion Department**  
**Record Retention Policy**  
Updated 1/16/18

<b>D&amp;I Record</b>	<b>Description</b>	<b>Retention Period</b>	<b>Person Responsible</b>	<b>Format</b>	<b>Location</b>
Database Permanent	Data on participant history, demographic data and volunteer committee history.	Permanent	Diversity Administrator	Electronic	Server
Minutes	Minutes	Permanent	Diversity Administrator	Hard copy or electronic	Office or Server
Programming	Brochures, Evaluations, Annual Reports and related Correspondence	5 years	Diversity Administrator	Hard copy or electronic	Office or Server
Program Measures	Program Measures	10 years	Diversity Administrator	Hard copy or electronic	Office or Server
Historical Events, Data, Reports, Etc.,	Predicate Study, Resolutions, HOD Actions, Re-Authorization, “Rowe Study”, etc.,	Permanent	Diversity Administrator	Hard copy or electronic	Office or Server
Applications	Program Applications and Evaluator Notes	Maintain until application cycle scoring process is complete.	Diversity Administrator	Hard copy or electronic	Office or Server